

CFISD Business Information Management I (BIM I)

Scope and Sequence

Course Description:

BIM I prepare students to apply personal, interpersonal, and technology skills in other content area, the workplace, and post-secondary education. The applications utilized in this course will include word processing, spreadsheets, multimedia presentations, databases, Internet research, and a look at emerging technologies. While an emphasis will be placed on simulations related to business, finance, and marketing, this introductory technology course is appropriate for students whose career interests fall within any of the 16 career clusters. (1 Credit)

- Grades 8 - 12
- Recommended prerequisite: Touch System Data Entry (required for 8th graders)
- Lab supplies or fee may be required

TEKS

Cluster: Business Management and Administration

Endorsement: Business & Industry

- Meets advanced course requirement (Y/N): N
- Meets foundation requirement for math, science, fine arts, English, LOTE (Y/N-area): N
- Industry Certification/Credentials: Microsoft Office Specialist (WORD, POWERPOINT, EXCEL)

Instructional Units	Pacing (Marking Period)
<p>1st Semester</p> <ul style="list-style-type: none"> • Windows & File Management • Computer Operating Systems, Ethics • Information Systems/Communication Technology/Cyber Safety <p>MICROSOFT OFFICE - WORD</p> <ul style="list-style-type: none"> • Word Processing • Word Business Documents – letters, tables, resume • Word Research Papers • Word Mail Merge <p>MOS Word Specialist Certification</p>	<p>1st grading period</p>
<p>MICROSOFT OFFICE - EXCEL</p> <ul style="list-style-type: none"> • Worksheets and Charts • Formulas, Functions, and Formatting • Large Worksheets, Charting, and What-if Analysis 	<p>2nd grading period</p>

Instructional Units	Pacing (Marking Period)
<p>2nd Semester</p> <p>MICROSOFT OFFICE – EXCEL</p> <ul style="list-style-type: none"> • Financial Functions, Data Tables • Working with Multiple Worksheets and Workbooks • Sorting and Filtering Data <p>MOS Excel Specialist Certification</p>	<p>3rd grading period</p>
<p>MICROSOFT OFFICE – POWER POINT</p> <ul style="list-style-type: none"> • Creating Multimedia Presentations • Graphics • Special Effects • Video <p>MOS PowerPoint Certification</p> <p>MICROSOFT OFFICE - ACCESS</p> <ul style="list-style-type: none"> • Introduction to Access • Tables • Queries • Reports 	<p>4th grading period</p>

Primary Instructional Materials: Office 2019/365-Shelly Cashman Series **ISBN-9781337751698**